

**APPLICATION**

**Multifamily Property Tax Exemption Program**

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**Please read the following before filling out the application:**

1. Applications must be submitted anytime prior to issuance of building permits; permits may be picked up anytime after an application is submitted to the Office of Housing.
2. One copy of the application, including program fee, should be submitted to :  
Office of Housing  
Seattle Municipal Tower  
700 Fifth Avenue, 57<sup>th</sup> floor  
PO Box 94725  
Seattle, WA 98124-4725

Current Fee Schedule: \$3,800 for residential-only project; \$4,900 for mixed-use project.

3. Commonly asked questions---clarification:
  - A. Affordable unit rent limits represent maximum that can be charged for rent + utilities; a utility allowance for those utilities that tenants must pay is assumed--please use utility allowances found ...
  - B. A charge for parking does not count toward the maximum rent for affordable units as long as the charge is optional;
  - C. Affordable units must be of comparable size to market rate units in a project; for example, if studios are 30% of total units, no more than 30% of the affordable units can be studios.

Questions? Contact Rick Hooper at 206-684-0338 or [rick.hooper@seattle.gov](mailto:rick.hooper@seattle.gov)

**APPLICATION**  
**Property Tax Exemption for Multifamily Housing**  
(Pursuant to Chapter 5.73 of the Seattle Municipal Code)

|                                |
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| <b>Applicant's Information</b> |
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Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

e-mail: \_\_\_\_\_

Owner's

Representative: \_\_\_\_\_

(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

e-mail: \_\_\_\_\_

*Note: This application is intended to be signed by the building owner of record or designee. The application may be rejected or additional documentation required if the signer is other than the building owner of record.*

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| <b>Property Information</b> |
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Interest in property:

☐ Fee Simple ☐ Contract purchase ☐ Other (describe) \_\_\_\_\_

County Assessor's parcel account number(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

Legal Description (Attach separate sheet if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Residential Target Area (See SMC 5.73.030(D)): \_\_\_\_\_

**Application for Multifamily Property Tax Exemption**  
City of Seattle Office of Housing

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| <b>Project Information</b> |
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Project Name or Designation: \_\_\_\_\_

Brief written description of the project (preliminary conceptual design, description of unit finishes, site plan and floor plans of the units and structure must be submitted with this application): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Project (check all that apply):

☐ Residential Rental      ☐ Residential For-Sale      ☐ Mixed Use

Number of Dwelling Units Proposed: Rental \_\_\_\_\_ For Sale \_\_\_\_\_ Total \_\_\_\_\_

Floor area: Building total (sq. ft.) \_\_\_\_\_ For permanent residential occupancy (sq. ft.)\* \_\_\_\_\_

*\*Include residential common areas, circulation and mechanical space, and residential parking in calculation of residential square footage. Exclude residential units offered for rent for periods of less than one month. "Residential parking" includes: (1) parking required by the Seattle Land Use Code as accessory to residential use; (2) resident parking included in lease or sale price of residential units; (3) parking restricted by agreement to use by residential owners or tenants.*

**Unit Information**

| Unit Type<br>(# BRs) | # of<br>units | Approx.<br>avg. sf. | Projected rent or<br>sales price<br>(market rate) | # of units<br>(affordable) | Projected rent or<br>sales price<br>(affordable units) |
|----------------------|---------------|---------------------|---|----------------------------|--|
|                      |               |                     |   |                            |  |
|                      |               |                     |   |                            |  |
|                      |               |                     |   |                            |  |
|                      |               |                     |   |                            |  |
|                      |               |                     |   |                            |  |
|                      |               |                     |   |                            |  |
|                      |               |                     |   |                            |  |
| <b>Total</b>         |               |                     |   |                            |  |

**Non-residential Space** (if applicable)

| Description | Floor Area (sq. ft.) |
|-------------|----------------------|
|-------------|----------------------|

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

**Application for Multifamily Property Tax Exemption**  
City of Seattle Office of Housing

Projected total cost of new construction/rehabilitation: \$ \_\_\_\_\_  
(Number should agree with Form 1. **Exclude cost of land.**)

If mixed use, projected cost of residential improvements: \$ \_\_\_\_\_

Estimated construction start date: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

List permits and approvals obtained as of the date of tax exemption application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECK ALL THAT APPLY:**

☐ **New Construction.** Will any occupied housing units be demolished? ☐ YES ☐ NO

Were any occupied housing units demolished in the past 12 months on this site? ☐ YES ☐ NO

Date of demolition (if known): \_\_\_\_\_

# of existing units to be demolished \_\_\_\_\_ # of units demolished in past twelve months \_\_\_\_\_

☐ **Rehabilitation of Vacant Units.** # of vacant housing units \_\_\_\_\_

Date units last occupied: \_\_\_\_\_ Building ☐ is ☐ is not in compliance with applicable building and housing codes (DPD verification required—please attach).

☐ **Rehabilitation of Occupied Units.** Will four or more additional units be created as part of a rehabilitation project? ☐ YES ☐ NO

If yes, will any residents be displaced as part of this project? ☐ YES ☐ NO

|                                   |
|-----------------------------------|
| <b>Attachments to Application</b> |
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Please attach and check the following:

☐ Preliminary conceptual design, including site plan and floor plans of the multifamily units and the overall structure.

☐ Preliminary development budget (Form 1 or equivalent)

☐ *Rentals only.* Preliminary operating pro forma. (Form 2 or equivalent)

☐ Representative photographs of site and exterior of any existing structures (color photocopy is acceptable)

☐ For rehabilitation of an existing vacant structure, verification from DPD of non-compliance with applicable building and housing codes.

☐ Application fee of ☐ \$3,800 for residential use building, or ☐ \$4,900 for mixed residential and non-residential use building. Checks should be made payable to the City of Seattle.

|   |
|---|
| <b>Statement of Potential Tax Liability</b> |
|---|

If the exemption is canceled for non-compliance an additional tax will be imposed that includes: (a) the difference between the tax paid and the tax that would have been owed if it had included the value of the nonqualifying improvements dated back to the date that the improvements became nonqualifying; (b) a penalty of 20% of the difference; (c) interest at the statutory rate on the tax and penalties calculated from the date the tax would have been due without penalty if the improvements had been assessed without regard to the exemptions provided by Chapter 84.14 RCW and Chapter 5.73 SMC.

Owner's initial: \_\_\_\_\_

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| <b>Certification</b> |
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As owner(s) of the land described in this application, I hereby indicate by my(our) signature(s) below that I(we) are aware of the additional tax liability to which the property will be subject if the exemption authorized by Chapter 84.14 RCW and Chapter 5.73 SMC is canceled. I/We declare under penalty of perjury under the laws of the State of Washington that the above information and any attachments are accurate and correct to the best of my(our) knowledge.

**For rehabilitation of a vacant building:**

I certify that the existing dwelling units have been vacant for a period of twelve months prior to the filing of this application. ☐ YES ☐ NO ☐ not applicable

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

## Supplemental Information

*The following information is requested for overall program evaluation purposes, and will not be considered in the decision to approve or reject your application.*

3. Did the ability to obtain a property tax exemption for your project make a difference in your decision to develop the project? If so, in what way?